



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

CLASSIFICATION:	STAFF SERVICES MANAGER III
POSITION TITLE:	ASSISTANT DIVISION CHIEF, BUDGETS AND ADMINISTRATION
DIVISION:	MAINTENANCE
LOCATION:	HEADQUARTERS - SACRAMENTO
SALARY:	\$7,897 - \$8,966
FINAL FILING DATE:	MARCH 11, 2019

RESPONSIBILITIES

Under the general direction of the Chief, Division of Maintenance (C.E.A. B), the Assistant Division Chief, Budgets and Administration provides leadership responsibilities for planning, organizing, and directing staff activities related to the development, implementation, and management of the statewide Maintenance budget and administration program which includes the Office of Budgets, Planning and Monitoring, Office of Administration Management, and Office of Management Systems and Studies.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. Resumes, letters, and other materials **will not** be considered as your response to the SOQ.

1. Demonstrated ability to manage large budgets, apply budgetary, financial, and contract management skills in administration of large organizations, and set performance measures to assure accountability.
2. Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
3. Demonstrated ability to participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
4. Demonstrated knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
5. Demonstrated experience and ability to supervise a multi-disciplinary professional staff and communicate effectively with others, including strong written and verbal communication skills.
6. Demonstrated knowledge and experience in developing and sustaining cooperative working relationships with both internal and external departments including but not limited to the Legislative Analyst Office, Department of Finance, State Controllers, and the Department of General Services.

SOQ Instructions:

- Must not exceed two (2) pages in length
- Must be written in no less than 12 point font
- Each evaluation criteria must be addressed separately and in order

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate.

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application \(Std. 1093\)](#) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/4800.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 19MSP05**
2. Complete the Statement of Qualifications (SOQ)
3. Submit the State application and SOQ to:

**Department of Transportation
ATTN: Brittany Parra (19MSP05)
1727 30th Street, MS-86
Sacramento, CA 95816**

The State application must be received or postmarked by the final file date of **March 11, 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Brittany Parra at (916) 227-7855.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-86, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.